**APPROVAL TO PROCEED FOR NEW COLLABORATIVE RESEARCH DEGREE PROGRAMMES \***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **School/Institute/Faculty:** | |  | |
| 1. **Partner Institution:** | |  | |
| 1. **Type of Arrangement:** | |  | |
| Joint Supervision – QUB Award |  |  | |
| Joint Supervision – Joint/Dual Award |  | *Please provide evidence confirming the partner’s authority to confer a joint award and a statement addressing* [*UEB Policy on Joint and Dual Awards*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/Filestore/joint-and-dual-awards-feb-2024.docx) | |
| Other (please specify in Q4 below) |  |
|  |  |  | |
| 1. **Outline of Proposed Arrangement**   *Please provide a brief overview of the proposed arrangement, highlighting any periods of residency off-campus from Queen’s and the respective responsibilities of each partner. Where the arrangement is to involve the creation of a new programme of study (e.g. as part of an integrated PhD programme), please complete the* [*Approval to Proceed Pro Forma For New Programmes*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/Filestore/approval-to-proceed-pro-forma-new-programmes-feb-2024.docx)*.* | | | |
| 1. **Fee Rate**   *Please indicate the appropriate assigned fee rate as outlined in the Tuition Fee Schedule which can be found at* <http://www.qub.ac.uk/directorates/sgc/finance/TuitionFees/> *.*  ***Postgraduate Research: Fee Rate 1*  *Fee Rate 2* *Fee Rate 4***  *If a premium/bespoke fee is being proposed, please include the proposed fee level and justification for the higher fee. (300 words max.)*  **Where a premium/bespoke fee is being proposed, please tick to confirm that it has been discussed and agreed with Finance.**  Where the programme, or an element of the programme, is likely to be delivered remotely to students based outside of the UK, please tick to confirm that there has consultation with the Taxation Section (Finance) and any financial/ reporting implications agreed and included in the Business Plan. | | | |
| 1. **Business Plan**   *A business plan should be attached.* | | | |
| **6. Visa Requirements**  *Please provide evidence that you have consulted with the Immigration Support Service and that they have confirmed whether or not it is possible for international students requiring a visa to undertake this course. A programme checklist can be found at:* [*http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/NewProgrammeDevelopment/*](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeApprovalandReview/ProgrammeManagement/NewProgrammeDevelopment/) | | | |
| **7. Proposed State Date of the Arrangement:** | | |  |
| **8. State how the arrangement meets the priorities of Strategy 2030.** | | | |
| **9. Projected target market and projected recruitment in first five years of programme.**  *Please attach a Marketing Intelligence Report and use it as the basis for benchmarking, identifying and justifying your key target markets (nationally and/or internationally) (300 words max.)* | | | |
| **10. Does the University have a current MOU/MOA with the proposed partner?**  **Yes / No**  **If not, please state existing links with the proposed partner.** | | | |
| **11. State how the proposed partner meets the requirements of the University Collaborative Provision Policy.**  <http://www.qub.ac.uk/directorates/AcademicAffairs/CollaborativeArrangements/UniversityPolicyandKeyPrinciplesforCollaborativeProvision/> | | | |
| **12. Has an initial risk assessment been completed in relation to this proposal?**  **Yes / No**  **Is the School content with the level of any risks posed and considered appropriate mechanisms for mitigation?**  **Yes / No**  *Please comment as appropriate and attach a copy of the* [*completed risk assessment*](https://www.qub.ac.uk/directorates/media/Media,1514293,smxx.docx)*.* | | | |

|  |
| --- |
| **Proposed by (e.g. programme convenor):**  **Signature and date:** |
| **Head of School/Director of Institute (or nominee):**  **Signature and date:** |
| **Confirmation for Approval to Proceed:**   * **I confirm that the above details are correct.** * **I have considered the academic and resource implications of this new programme and have sought advice from colleagues in the Directorates of Finance, and Global Marketing, Recruitment And Admissions.** * **A satisfactory Business Plan has been approved and a Market Intelligence Report is attached.** * **The proposal has the Faculty Executive Board’s support.**   **Chair of Faculty Executive Board (or nominee):**  **Signature and date:**  Additional Comments (if required) |
| **Next Steps**   * **Inform Academic Affairs of Approval to Proceed and confirm name of University Coordinator to be assigned to the proposal.** * **Formal approval procedures instigated by Academic Affairs as per the** [**Educational Partnerships Framework**](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/CollaborativeArrangements/TypesofCollaboration/CollaborativeResearchDegrees/)*.* |

Form Updated: 13 Feb 2024